



Dear Applicant,

We are searching for great people! Our goal is to recruit the nicest, most generous, honest, and authentic people we can find. If you have a good sense of humor, an outgoing personality, strong character, and don't mind staying in shape by moving fast or selling great bread and goodies, then you might be just the type of person we're looking for.

Great Harvest Bread Co. is a special company. We are passionate about providing superior customer service and the promise of phenomenal tasting products made with freshly-milled whole grain and pure and simple ingredients. To learn more about us, check out www.greatharvest.com. A lot of teamwork and effort goes into each day. We are excited about what we do and the products that we sell. Moving fast, being efficient, and thinking on your feet are all requirements of the job. Customer service is our top priority! Everyone in the bakery is expected to serve customers. While we care a lot about what goes into our products and making sure that we maintain a high standard in everything that we produce, we care even more about our customer's experience at Great Harvest. We want it to be memorable!

Holidays are important at Great Harvest – especially Easter, Thanksgiving and Christmas. These are extremely busy times for us, and this makes teamwork that more important. Employees are expected to put forth their best effort and be flexible with their schedules. Therefore, you are expected and needed to work during these times. If you have obligations or vacations planned during the holidays, you need not apply. We are flexible with schedules during other parts of the year.

Once we have reviewed your application and determine that you are a good fit for our team, we will contact you for an in-person interview. If you are not hired, we will keep your application on file for future employment opportunities.

Thank you for applying for employment at Great Harvest Bread Co in Herndon and please make today a fun day!

Kevin & Mari Taylor
Great Harvest Bread Co.
info@greatharvest.com



**Great Harvest Bread Co. of Herndon
Application for Employment**

Kevin & Mari Taylor, Owners
Great Harvest Bread Co.
785 Station St.
Herndon, VA 20170

Phone: 703-471-4031
www.darngoodbread.com
Email: info@greatharvest.com

About You:

Last Name	First Name	Middle Name	Nickname or Preferred Name
Other names you have used, if any?			
Street Address			
City	State	Zip	
Phone Number	Email Address		
Are you under 18? If yes, what is your DOB? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Birth: _____	Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <i>Checking yes does not automatically disqualify or keep you from consideration for employment.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on the back of this application.	Applying for which position? <input type="checkbox"/> Bread or Goodies Production <input type="checkbox"/> Kneader <input type="checkbox"/> Baker <input type="checkbox"/> Customer Service <input type="checkbox"/> Driver		
What type of position are you applying for?	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Temporary

Education:

Name and Location of High School:	Diploma Earned:	Graduation Date (or Anticipated Graduation Date):
Name and Location of College/University:	Diploma Earned:	Graduation Date (or Anticipated Graduation Date):
Other:	Diploma Earned:	Graduation Date (or Anticipated Graduation Date):

Employment History (please give the three most recent):

Business Name, Address, and Phone Number:			
Job Title and Duties:			
# of hours worked per week:		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment:			Ask for:
Business Name, Address, and Phone Number:			
Job Title and Duties:			
# of hours worked per week:		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment:			Ask for:
Business Name, Address, and Phone Number:			
Job Title and Duties:			
# of hours worked per week:		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment:			Ask for:

Availability:

We are busiest around the holidays. You **must** be available the week of, and before, Thanksgiving, Christmas and Easter.

Are you available during these times? Yes No

We have shifts that start early (1-4 AM) for some production roles and shifts that go into the evening. Which times are you available to work? Early Morning Mid-day Afternoon/Evening Any

Sunday	Tuesday	Wednesday	Thursday	Friday	Saturday

On a weekly basis, how many hours would you prefer to work? _____

On what date are you available to begin work? _____

If hired, would you have reliable means of transportation to and from work? _____

Requirements of the Job:

Can You:

- Work Weekends? Yes No
- Occasionally lift 60 pounds? Yes No
- Regularly lift 10 pounds? Yes No
- Regularly bend down? Yes No
- Stand or walk for long periods of time? Yes No
- Move quickly? Yes No

Give us a couple of people who can vouch for how great you are. Don't put down your relatives – we assume they will have good things to say. Previous employers, teachers, co-workers, or former Presidents are great! Give us at least two.

Name:	Relationship:
Company (if applicable):	Title:
Phone Number:	E-mail Address:
How long have you known this person?	
Name:	Relationship:
Company (if applicable):	Title:
Phone Number:	E-mail Address:
How long have you known this person?	
Name:	Relationship:
Company (if applicable):	Title:
Phone Number:	E-mail Address:
How long have you known this person?	

Thought Provoking Personal Questions:

Why do you want to work at Great Harvest? If you were referred by someone else, whom?

What three things do you need to be successful in this job?

What are your personal interests, hobbies, or special skills? Are you particularly passionate about something?

What has been your greatest work-related success? What have you done in previous jobs that has made you the proudest?

The days at Great Harvest can be long stress-filled, physically demanding and hot. What have you done that makes you think you would thrive in this environment?

From Everything you know about Great Harvest, tell us how you feel you'd make a contribution to our bakery?

Job Descriptions:

What do you want to do at Great Harvest Bread Company? We have two main types of jobs:

Baker (they make our products) or **Customer Service** (they sell them) job experience, while helpful, is not required. More important to us at Great Harvest Herndon is an enthusiasm for our products and an excitement to help our customers. It's essential to understand that we function as a team, and although you may have one title, we prefer to cross-train employees so you can jump in and help wherever needed.

There are a few things that are expected of each and every employee:

- Greeting Customers
- Cleaning!
- Moving Fast!
- Positive Attitude
- Integrity

Baker Responsibilities:

- **Sponge and Dough Production** - Baking phenomenal bread is what our business is all about. Can you get up early (1:00 a.m.); do easy math calculations before dawn, follow directions, stay focused and work quickly and efficiently? Are you deadline and detail oriented? Bread making combines art and science, and you must be able to master both. Not for the faint-hearted, but oh-so-rewarding!
- **Goody Production**- Our goodies production people love to bake, and take pride in their scones, muffins, cinnamon rolls and cookies. Can you hit the ground running at 4:00 a.m.? Work quickly and efficiently, multi-task, clean up after yourself, and plan ahead? Then consider putting a smile on our customers' faces by baking our phenomenal goodies.
- **Bread kneading** - When dough hits the kneading table (approximately 4:00 a.m.), you go to work. You have to work quickly and efficiently. Kneading dough is an art, more than a science, and is critical to baking phenomenal bread. We'll teach you what you "knead" to know, but you have to show you are willing to learn and settle for nothing less than near perfection.
- **Proofing and Oven Operation** - It sounds simple: you wait until the bread rises, get it into the oven, and take it out when it's done. Ah, but when you're operating a 40-pan oven, juggling five or six types of breads, not so simple. Are you up for the challenge? This position may also involve kneading and production preparation. This position usually starts at 2:00 a.m.

Customer Service Responsibilities:

- **Front Counter/Cashier** - Our customers can buy bread and goodies just about anywhere. What entices them into Great Harvest Bread Company (besides phenomenal products)? You! The folks behind our front counter set our store apart from all others. Can you put a smile on your face even when you don't feel like it? Can you keep your cool under pressure, accept criticism graciously, and create a WOW experience for every customer that walks into our store? Are you naturally friendly and helpful? And are you willing to jump in and help where needed? Product knowledge and the ability to educate, and sell to, our customers is important.
- **Farmer's Markets Counter/Cashier** - Similar to our Front Counter/Cashier positions except you get to WOW our customers from various locations throughout Fairfax and Loudoun counties. If you're interested in operating in a fast-paced customer service atmosphere, can make quick informed decisions and are willing to work outside then this job is for you! We currently operate a stand at four farmer's markets on Wednesday, Saturday, and Sunday.
- **Driver** - Our drivers are responsible for getting bread and other goodies from our Herndon, Virginia bakery to our retail outlets in Vienna and various farmer's markets in Fairfax and Loudoun counties. The driver will load our van in Herndon and then drive to these other locations and help the staff place bread on the retail location racks. You will have to lift a ramp that weighs approximately 30 pounds. Most days you will make two trips from Herndon to Vienna and the various Farmer's Markets we operate with. It is important that this be done efficiently and safely, so you must be at least 25 years of age with a valid driver's license.

Legal stuff and your signature:

I hereby certify that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Great Harvest Bread Co. any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Great Harvest Bread Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Great Harvest Bread Company.

Finally, I understand that a properly executed Confidentiality and Privacy Agreement must be signed by me as a condition of employment.

Applicant

Date

Thank you for your interest in Great Harvest Herndon!